

# Legislative Auditor 1

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The Comptroller of the Treasury maintains an ongoing recruiting program for full-time Legislative Auditor 1 positions, which start at \$3,674 per month. These positions are with the Division of State Audit or the Division of Local Government Audit and are responsible for professional external post audit work. The divisions examine the books and records of an entity and determine the entity's compliance with applicable statutes, rules and regulations. The office is comparable to an independent public accounting firm in the business sector, because as a legislative organization it is independent of the audited entity. These positions also perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

## **Education and Experience**

Graduation from an accredited college or university with a degree in accounting or business administration with a minimum of 30 semester hours in accounting, 150 total semester hours, and eligibility to sit for the CPA exam in the State of Tennessee. Other qualifications, if evaluated as equivalent, may qualify an applicant for consideration.

## **MAJOR RESPONSIBILITIES:**

- Examines the accounts or books of a state, county or local governmental department or agency, political subdivision, non-profit organization, or other organizations receiving public funds. Such audits are to be performed in accordance with generally accepted government auditing standards.
- Determines if the records have been prepared in accordance with generally accepted accounting principles and applicable law.
- Prepares audit working papers in standard format presenting information, relative to the extent of audit tests performed and conclusions reached.
- Writes audit findings and recommendations.
- Assists higher level auditors in more difficult aspects of auditing.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

A successful employee in this position has considerable knowledge of accounting theory and practices, and auditing procedures. Candidates should also possess the ability to deal tactfully with the public and co-workers, to exercise good judgment in evaluating situations and making decisions, and to express ideas clearly, concisely, and convincingly.

## **TRAVEL:**

Travel is required, with the percentage varying by the audit division and audit assignment. A substantial percentage of the positions involve travel of approximately fifty percent, generally confined to overnight stays on Monday through Wednesday evenings.

**Please submit resume with unofficial college transcript(s) and contact information for three (3) references to [HR.Comptroller@cot.tn.gov](mailto:HR.Comptroller@cot.tn.gov).**

<p><b>This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this role. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties or responsibilities associated with the position. Employees may be assigned job related tasks other than those specifically presented in this description.</b></p>
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The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.